

Public Service Officer-Property Room - Under general supervision of Sworn and Non-Sworn Police Supervisors, performs a variety of administrative and support services within the police department where a licensed police officer is not required. Assists with Evidence/Property Room management including filing and organizing evidence, and monitoring property signed out only to authorized personnel. Assists Criminal Investigations Division with printing of photographs, sending and/or delivering evidence to the laboratory, and delivering cases to the District Attorneys. Oversees the daily operational activities of the police evidence room in compliance with all laws, policies and procedures. Releases property as appropriate; pack property for shipment; prepare cleared property final disposition; destroy cleared narcotics, weapons, and bio-hazardous material. Conducts required audit and inventories of the property room. Receives, records, stores, preserves, safeguards and maintain chain of custody of all evidence in the department's property room. Researches reports and other databases to determine status of cases and owners of property; attempt to locate owner, utilizing computer systems available; send certified letters, prepares court orders, and property release forms necessary for the disposal of property; returns property to owners; and updates log book and computer system to reflect disposal. Gathers, classifies, stores and prepares abandoned and seized property for city auction, donation, destruction, and departmental use. Coordinates destruction or disposal of abandoned and seized property. Updates records and computer system to reflect disposal. Knowledge of police department practices, policies and procedures for assigned area. Knowledge of computers and related equipment, hardware and software to maintain databases, files and records. Knowledge of general office equipment and operational practices and procedures. Knowledge of inventory control and purchasing practices and procedures. Knowledge of basic custodial and maintenance practices and procedures. Skill in effective oral and written communications. Skill in assisting in a variety of administrative and routine department duties. Skill in following verbal and written directions. Skill in resolving customer complaints and concerns. High School Diploma or G.E.D. Must pass a pre-employment drug screen, criminal background check, MVR check, physical agility, polygraph test and/or post-offer physical exam. Must possess valid State of Texas Drivers License. **Salary \$13.44/hour + Benefits Position subject to close without notice. EOE**